

# Enterprise Architecture Committee Charter

## Version 1.0

<b>Committee Sponsor:</b>	Christy Quinlan Chief Deputy Director, Office of the State Chief Information Officer
<b>Committee Chair:</b>	Ellen Ishimoto Deputy Director of Information Technology, California Lottery
<b>Committee Vice-Chair:</b>	To be determined

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### 1.0 Introduction

The purpose of this document is to establish the charter for the Enterprise Architecture Committee (EAC). The charter will establish the forum and structure for Enterprise Architecture Committee will develop and maintain California's State Enterprise Architecture program.

The EAC will be sponsored by the State Chief Information Officer's Chief Deputy Director who will provide vision, strategic direction and support.

### 2.0 Goals

The goals of the EAC is to develop a statewide enterprise architecture that will standardize and consolidate the state's information technology infrastructure that will enable a more citizen-centered, customer focused government that efficiently and strategically manages its technology investments to achieve desired business outcomes. Also, to guide the consolidation, acquisition, maintenance and operations of information technology (IT) systems and infrastructure to make sure they are available, secure, cost effective, and interoperable in response to key business drivers. The enterprise architecture will facilitate statewide technology governance, lower costs and improve the reliability and performance of the state's IT systems and infrastructure.

### 3.0 Committee Objectives

The key objectives for the EAC are as follows:

- Refine the California State Enterprise Architecture Framework that offers an end-to-end process to initiate, implement, and sustain the California State Enterprise Architecture that is based on the Federal Enterprise Architecture models and the National Association of State Chief Information Officers (NASCIO) methodology.
- Establish and refine technical standards and technology direction through input from the State of California Information Technology community.
- Develop processes that support the development, adoption and governance of the California State Enterprise Architecture products such as the Business, Data, Service Component and Technical Reference Models.

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### **4.0 Membership**

#### **4.1 Voting Members**

The selected voting members must have authority to make policy decisions for the agencies and the departments they represent and who value the enterprise view and promote the use of collaborative approaches for government enterprise operations. The members are responsible to participate in the completion of committee assignments which may include directing consultants in facilitating work sessions for a specified technical area. The members must also have knowledge of Enterprise Architecture.

The composition of the 16 person committee will include the following:

- 1 representative from each “Super” Agency that will be selected by each Agency Information Officer.
  - Business, Transportation and Housing Agency
  - Corrections and Rehabilitation Agency
  - California Environmental Protection Agency
  - Food and Agriculture Agency
  - Health and Human Services Agency
  - Labor and Workforce Development Agency
  - Resources Agency
  - State and Consumer Services Agency
- 3 representatives from Constitutional Offices, Departments and other entities that do not report through an Agency. The organizations will be selected by the Office of the State Chief Information Officer through an application process. The specific member will be selected by the organization’s Chief Information Officer.
- 1 representative from the Department of Technology Services (DTS) to be selected by the DTS Director
- 1 representative from the Office of Information Security and Privacy Protection (OISPP) to be selected by the OISPP Executive Officer
- 1 Chair and 1 Vice Chair selected by the Office of the State Chief Information Officer
- Office of the State Chief Information Officer’s Chief Enterprise Architect

#### **4.2 Voting Member Term**

Members, excluding the Chair and Vice Chair, will serve for one year unless otherwise specified by an Agency Information Officer or the Office of State Chief Information Officer. However, to provide continuity only half of the members will change every six months.

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#### **4.3 Alternate Members**

Voting members may designate alternate members to act on their behalf. Alternate members must have authority to make policy decisions for the agencies and the departments they represent and who value the enterprise view and promote the use of collaborative approaches for government enterprise operations

#### **4.4 Non-voting Members**

The EAC may designate other personnel as non-voting members of the EAC when warranted and approved by the EAC Chair, in order to bring particular skills and expertise to the Committee.

#### **4.5 Member Rights**

Members may, during any regularly scheduled meeting:

- Suggest agenda items for future meetings.
- Make strategy recommendations to the EAC for consideration.
- Make goal and objective recommendations to the EAC for consideration.
- Delegate, in writing, a voting proxy to a member of the EAC or appoint an alternate member as a representative as defined in section 4.3.

#### **5.0 Officers and Staff Support**

##### **5.1 Chair and Vice Chair**

The Committee Chair will preside over all EAC meetings. The Vice-Chair will provide support to the Committee Chair and will act on behalf of the Chair as necessary.

The Chair and Vice-Chair positions will each be a one year term. However to sustain continuity, after serving one year as Vice-Chair, the Vice-Chair automatically becomes the next year's Chair. The Vice-Chair will be chosen by the Office of the State Chief Information Officer.

##### **5.3 Staff Support**

Support resources for the EAC will be provided by the Office of the State Chief Information Officer. Support activities for the EAC include:

- Oversee the coordination of EAC meetings, including setting the time and location of such meetings.
- Create and distribute an agenda for EAC meetings.
- Publish EAC meeting agendas, arrange meetings and distribute highlights.
- Responsibility and management for all records of the EAC, including but not limited to the EAC Charter, meeting highlights, white papers, correspondence and current membership enrollment.
- Responsibility and management of EAC communications and support resources.

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#### **6.0 Voting Rights: Quorum**

All decisions made by the EAC will be decided by two-thirds vote of the present members provided that a quorum of voting members is present at the meeting. Each participant is allowed one vote on behalf of his/her respective organization. Participants can present any additional delegated proxy votes provided the delegating agency provides the proxy vote in writing. A quorum of two-thirds of the voting membership must be established in order for an issue to be decided by vote at any meeting. The EAC will act upon the agreement of a quorum vote except as specifically provided elsewhere in the Charter. The Chair, Vice-Chair and/or the Chief Enterprise Architect will vote only where no decision can be reached, such as in the event of a tie.

#### **7.0 Special Working Sessions or Work Groups**

The EAC may establish special work sessions or work groups to accomplish certain activities or functions of an immediate nature, as required to fulfill the responsibilities set forth in Section 3.0 of the Charter.

#### **8.0 Meetings**

##### **8.1 Regular Meetings**

The EAC will meet monthly, with additional meetings called as required. EAC meetings are not open to the public. The EAC is not subject to Bagley-Keene Open Meeting Act because it is not established by statute or executive order and is not required by law to hold official meetings.

##### **8.2 Meeting Agenda**

An agenda for regular meetings of the EAC will be prepared at the direction of the Chair and will, where feasible, be sent to each member of the EAC five business days in advance of each meeting. Discussions and actions by the EAC will not, however, be limited to the items included on the agenda, but may include any business consistent with the charter and within the duties and powers of the EAC.

#### **9.0 Governance Process**

The attached process flow illustrates the governance process for the development of enterprise architecture.

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#### **Revision Record**

<i>Version #</i>	<i>Date</i>	<i>Status</i>	<i>Change Description</i>
1.0	9/10/08	Approved at the Agency Information Officers Meeting	Initial version of the document.